Time & Leave Entry
View Shared Leave

SCENARIO: View shared leave information including recipient and donor leave specifics.

STEP 1:	Select the menu items in the following order: **Benefits > Enroll in Benefits > Maintain Shared Leave Requests**
Expected Results:	The "Shared Leave" (Find an Existing Value) page will display.

STEP 2:	You may enter the following primary search criteria: A. **Employee ID** in the "EmplID" field; B. **Employment Record Number** in the "Employment Rcd Nbr" field. C. Click **Search**. You may wish to enter the following alternate search criteria: A. Employee's **Name** in the "Name" field.
Expected Results:	Search results will display with criteria matching that which you entered on the Find an Existing Value page. If you followed actions A-C, the Shared Leave Requests page will display instead of the search results.

STEP 3:	If you did not enter all the primary search criteria, the search results page displays. Select the employee's record by **Clicking** on the employee's row of information.
Expected Results:	The employee's Shared Leave Requests page will display.

STEP 4:	**View** the Shared Leave Request information. **Click** on the View All hyperlinks to see all information contained on the page.
Expected Results:	There are three sections to this page. The outer section of the page identifies the different effective dates of a shared leave request. The middle section identifies each person who donated leave. The inner section identifies the type of leave donated.

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